

[Your Full Name]

[City, State / Remote] | [Phone Number] | [Email Address]
[LinkedIn Profile URL] | [GitHub/Portfolio URL]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Dear [Recipient Name or "Hiring Team"],

I am writing to express my interest in the [Job Title] position at [Company Name], which I discovered through [Referral Name/Source]. Having followed [Company Name]'s recent work in [Specific Tech Sector/Project], I am impressed by your commitment to [Company Mission/Value].

As a [Your Current Role] with [Number] years of experience in [Core Technical Skillset], I specialize in building [Type of Products/Systems]. At [Previous Company], I successfully [Major Achievement with Metric, e.g., "reduced latency by 20%"] by implementing [Specific Technology/Methodology]. I am confident that my technical background in [Skill A] and [Skill B] aligns perfectly with the needs of your [Specific Department] team.

Beyond my technical capabilities, I thrive in agile environments that prioritize [Soft Skill, e.g., "cross-functional collaboration"]. I have a proven track record of [Secondary Achievement], ensuring that technical solutions meet broader business objectives.

I would welcome the opportunity to discuss how my experience with [Key Tech Stack] can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Best regards,

[Your Name]